

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## **EMERGENCY MANAGEMENT POLICY AND COMMITTEE COORDINATOR**

*(Emergency Management Program Specialist 2 397b)*

**OPENS:** January 11, 2007  
**CLOSES:** Open until filled, applicants encouraged to apply by January 25, 2007  
**LOCATION:** Camp Murray, Tacoma (Lakewood), WA  
**SALARY:** Range 52 \$3371- 4315 per month, depending on qualifications

There is one opening with the Washington Military Department's Emergency Management Division at Camp Murray (near Fort Lewis).

### **AGENCY OVERVIEW**

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

### **DIVISION MISSION**

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State. To learn more information about the Emergency Management Division, visit our website at [emd.wa.gov](http://emd.wa.gov).

### **POSITION OBJECTIVE**

Under the supervision of the Programs Section Manager, works independently to provide professional emergency management support, expertise and analysis regarding legislative and policy issues that potentially impact the Emergency Management Division's (EMD) Mission and objectives. Additionally, provides staff support to the Emergency Management Council (EMC).

## **KEY RESPONSIBILITIES**

### *Policy / Legislative:*

- Monitors the Division's legislative activities, including identifying, tracking, reviewing and analyzing state and federal emergency management legislation and assisting in the resulting policy development.
- Provides internal recommendations for the development of legislation for short and long term strategies.
- Develops proposed Division legislation and assists other managers in legislative matters and / or policy.
- Coordinates complex policy / or legislative issues across affected agencies, internal program staff and stakeholders.
- Reviews and prepares testimony as needed regarding the impact of these issues on the Division and / or Emergency Management Programs.
- Reviews and prepares fiscal notes in coordination with others.
- Develops reports, proposals and policy positions to include annual regulatory reform, boards and commissions, and other Governor or national association assignments.
- Represents the Division at workshops, conferences, committee meetings and training activities.

### *Emergency Management Council (EMC):*

- Develops agendas and coordinates meetings, distributes minutes and oversees the implementation of EMC generated issues.
- Develops the annual EMC report for submission to the Governor's Office.
- Develops EMC position papers.

## **CONDITIONS OF EMPLOYMENT**

- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- Upon activation of the Emergency Operations Center (EOC) or Joint Field Office (JFO), you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced/stressful environment.
- Must be willing to work in or around Military facilities and programs.
- Must be willing and able to remain in travel status that averages approximately 10 percent of the time. This includes statewide and nationwide travel.

## **REQUIRED EDUCATION AND EXPERIENCE**

Two years of experience as an Emergency Management Program Assistant;

OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning. Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

AND

One year of experience either conducting research and doing analysis of policy; creating or delivering public education materials or presentations; assisting with, or participating in, councils, committees, or commissions activities; or working with the legislative process to include tracking and analyzing bills, as well as being familiar with legislative activities. Note: This experience may be gained concurrently with the professional experience listed above.

## **DESIRED SKILLS / ABILITIES TO:**

- Work with the legislative process to include tracking and analyzing bills.
- Research federal, state, or local government laws, regulations, or public policy.
- Coordinate complex policy / or legislative issues across affected agencies, internal program staff and stakeholders
- Coordinates, supports, and / or participates in councils, committees, or commissions activities.
- Develop and deliver public education messages, in various mediums and be an effective instructor to provide public education and emergency management training.
- Communicate effectively with diverse stakeholders; diffusing hostile conversations; ability to communicate in writing and orally; confidence in presentations.
- Provide excellent customer service. Interact professionally with internal and external stakeholders on sensitive and / or confidential issues.
- Document information or update records so that they reflect the most current information and maintain an account of changes, decisions, activity and work performed.
- Use Microsoft Office Suite (including word processing, PowerPoint, and Excel) to develop complex documents in support of program objectives.

## APPLICATION PROCESS

Individuals interested in applying for this position should submit the following  
[applicant6@mil.wa.gov](mailto:applicant6@mil.wa.gov)

1. A current Washington State Application form.
2. Responses to the supplemental questions listed below.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Swidler, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7942  
Fax (253) 512-7808

## SUPPLEMENTAL QUESTIONS

For each question below, briefly describe your experience. Include in your response the employer in which you gained the experience and the length of your experience in months or years.

1. Please describe your experience and / or training in the following:
  - a. Working with the legislative process to include tracking and analyzing bills, as well as being familiar with legislative activities.
  - b. Conducting research and doing analysis of policy.
  - c. Assisting with or participating in, councils, committees, or commissions activities.
  - d. Creating or delivering public education materials or presentations.
2. Computer Skills:
  - a. Excel. Please describe your experience developing and maintaining complex spreadsheets. Include in your response your experience utilizing functions and / or linking spreadsheets.
  - b. Microsoft Word. Please describe your experience developing complex documents utilizing Microsoft Word.
  - c. PowerPoint. Please describe your experience developing and / or updating PowerPoint presentations.

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***